Wiki Uploading Instructions

1. Click on the page you want to upload info on…usually your page.
2. Click EDIT
3. Put cursor in the location you want to upload the information…after Lesson 1, 2, 3…etc.
4. Go to FILE in the blue tool bar on the edit page
5. Click on +UPLOAD FILES and your computer documents will appear
6. OPEN the document you wish to upload. It will appear in a tabbed section called “Insert Files”
7. Click on the title of the document on the Insert File section
8. It will now be on the original EDIT page at the location you placed your cursor.
9. Click SAVE to place your document on the page